
HANDBOOK BEGINS HERE

This section contains policies and requirements with respect to the receipt and evaluation of bids.

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- .1 Upon receipt, each bid shall be noted with a separately identifiable bid number, the date and time of receipt.
- .2 All bids received prior to the time set for opening shall be kept unopened and secured in a locked receptacle.
- .3 All responses to IFB's shall be opened publicly and the relevant information announced to all parties present.
 - .31 IFB number.
 - .32 Submission date.
 - .33 General description of service being procured.
 - .34 Names of bidders.
 - .35 Prices bid.
 - .36 Any other information the county determines is necessary.

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- .4 Examination of copies of bids by interested persons shall be permitted. However, original bids shall not be circulated.
- .5 If less than three bids have been received, the county shall examine the reasons for the small number of bids received. The purpose of this examination shall be to ascertain whether the small number of responses is attributable to an absence of any of the prerequisites of formal advertising.
- .6 After bids have been opened, award of an IFB must be made to that responsible bidder who submitted the lowest responsive bid unless there is a compelling reason to reject all bids and cancel the bid process. (See Section 23-614.)

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- .1 Counties shall use the criteria for receipt and evaluation listed in Section 23-612, with the exception of Section 23-612.3, concerning public opening of bids and Section 23-612.6, concerning awards to the low bidder. However, counties shall be permitted to have public openings of proposals. Counties shall use the following additional criteria in selecting bidders from RFPs.
 - .11 The originality and effectiveness of the bidder's approach to solving the problem presented in the RFP.
 - .12 The bidder's background and experience in working with CDSS funded programs, local government and projects similar to the one proposed.
 - .13 Any cash or in-kind contribution proposed to be included as part of the project.
- .2 Although counties are not required to choose the lowest responsible, responsive bidder to an RFP, cost shall be weighed as a major factor in making the evaluation.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 12302.1, Welfare and Institutions Code.